

## MS Office 2000 Installation Procedures

**Note: exceed is a licensed product per node. Only Desktop support administrator/s can allocate and install licensed products.**

PPD users may request to have this product installed onto their system. Please use one of the following procedures to request this software product.

1. Using a web browser, submit a PPD work request. Please state your need for this product, computer network name and type of computer. You can find the work request link at <http://www-ppd.fnal.gov/>
  2. Call Computing Help Desk at ext. 2345 to submit a PPD work request. Please state your need for this product, computer network name and type of computer.
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### New Installation Procedures

1. Log-on to the computer system as DSGTECH.
3. At the "RUN" command enter the following.  
\\ppdserver1\pcapps\msoffice2k\dsg\_office2k\_setup
  - Click the OK button.
4. At the Welcome to Microsoft Office 2000 user information dialog box
  - Enter user information as "administrator"
  - Click next
5. Follow the Microsoft's prompts for "Install Now" or "Customize" configuration.
6. Restart computer and test software.

### Upgrade from Ms Office 97

1. Have user login to workstation using their FNAL NT account.
2. Map network drive as DSGTECH (any drive letter is ok)
  - Network location path is [\\ppdserver1.fnal.gov\pcapps\](http://ppdserver1.fnal.gov/pcapps/)
3. At the "RUN" command enter the following.
  - \\ppdserver1\pcapps\msoffice2k\dsg\_office2k\_setup
  - Click the OK button.
4. At the Welcome to Microsoft Office 2000 user information dialog box
  - Enter user information as "administrator"
  - Click next
5. Follow the Microsoft's prompts for "Install Now" or "Customize" configuration.
6. Restart computer and test software.